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STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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STATE TREASURER

**DATE:** December 2, 2008

**TO:** Assessors, Equalization Directors, Interested Taxpayers

**FROM:** David C. Lee, Executive Secretary, State Assessors Board

**SUBJECT:** Receiving Electronic Communication from the State Assessors Board

Effectively communicating assessing related issues is considered a high priority by the State Assessors Board and its staff. A significant amount of messages and announcements are communicated electronically. In order to disseminate information in a timely and effective manner and to improve services to our customers, the Board would like to offer all interested parties the opportunity to receive electronic communications through e-mail.

A system is in place which allows State Assessors Board communications to be sent to assessors, equalization directors and other interested parties who supply the Board with a valid e-mail address. The system requires that parties wishing to receive electronic correspondence subscribe to a LISTSERV mailing list.

To automatically receive electronic communications from the State Assessors Board, the following subscription procedure must be completed:

1. Address an e-mail to: [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov)
2. Type in the subject line: ListServ Subscription
3. Type in the body of the e-mail: subscribe Treas-STC-PTD your first name your last name
4. Send the e-mail subscription

When you have completed the above procedure, the system will automatically e-mail you a message requiring subscription confirmation. You must respond to this e-mail to complete the process. If you do not receive a confirming e-mail message within 10 minutes, please contact the Assessment and Certification Division at [treasLAR@michigan.gov](mailto:treasLAR@michigan.gov). To continue your subscription if your e-mail address changes, you must repeat the above process and confirm the new address.

If you wish to unsubscribe, send an e-mail from your subscribed e-mail address to [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov) and type in the body of the e-mail: signoff Treas-STC-PTD

The State Assessors Board encourages all interested parties to take advantage of the opportunity to receive electronic communication from our office. Please feel free to contact our office with any questions at (517) 373-8320 or by e-mail at [state-assessors-board@michigan.gov](mailto:state-assessors-board@michigan.gov).